

MINUTES
INDIAN TRAILS PUBLIC LIBRARY DISTRICT
355 SCHOENBECK ROAD, WHEELING, ILLINOIS 60090
BOARD OF LIBRARY TRUSTEES WORKSHOP
Wednesday, May 4, 2022
7:00 p.m. - Lake Room

CALL TO ORDER

President Barnett called the meeting to order at 7:04 p.m.

ATTENDANCE

On the roll call, the following trustees were present:

Present: Vicki Baba, Louise Barnett, John Chu, Erin Hauck, Henry Hackney, Jr. (arrived at 7:15 p.m.), Donald Roalkvam (arrived at 7:14 p.m.) and Andrew Sitshela

Absent: None

Also present were:

Staff: Executive Director Brian Shepard, Susan Beal, and Robyn Franklin

Guests: None

ADDITIONS TO THE AGENDA

None

PUBLIC COMMENTS

None

PROSPECT HEIGHTS BRANCH LEASE RENEWAL DISCUSSION

At the April 2022 meeting, Executive Director Shepard presented the initial information for the renewal of the Branch lease and options available. The Board requested some additional information about usage, program description and impact. Executive Director Shepard presented the additional information and Trustees discussed the options. Trustees will vote on the lease renewal at the May Board meeting.

INITIAL REVIEW OF 2022-2023 BUDGET

Executive Director Shepard reviewed the preliminary FY 2022-2023 budget and answered questions from Trustees. He noted that inflation is a major consideration for budget preparation this year. Fortunately, there are several one-time-only income items (DCEO grant for \$58,000, Impact fees from both Village of Wheeling & Village of Buffalo Grove for \$84,600, and Foundation grants for \$21,710). These items are being linked to proposed one-time projects such as electric door openers for public bathrooms, replacement of the pathway to the park at the south of the building, window replacements, a proposed sensory wall for youth services, branch refurbishments, and possible staff chair replacements.

Inflation is more noticeable in the maintenance areas. Since we are at 5 years post renovation, all the equipment is out of warranty which leads to higher repair (labor) costs, as well as increased prices for the goods themselves. Increases to the budget have also been made in the salary and benefits areas and a salary study which will be conducted this summer with HR Source.

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Executive Director Shepard reminded Trustees that they will pass the budget twice over the next 5 months. The preliminary budget, to be passed in June, allows the library to spend funds when the fiscal year starts on July 1. In July and August the costs in a few areas are finalized and the final budget will be presented for approval in September.

ADJOURNMENT

A motion was made by Trustee Hackney to adjourn the meeting. Trustee Roalkvam seconded the motion.

On the voice vote, all were in favor and the motion carried.

Vice President Baba adjourned the meeting at 8:21 p.m.